RULES of ORDER
and
PROCEDURE
for
The Conduct of
Public Meetings

Compiled by
W. H. FULLER
Revised and Enlarged Edition

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PREFACE

This handbook is designed to give a concise, yet sufficient, statement of basic rules and procedure for the conduct of business meetings.

It closely follows the system of parliamentary law as practiced generally by organizations of all kinds.

An attempt has been made to show the reason for the rules and practice. Special emphasis is laid upon the relation of motions one to another, that is, on the precedence of motions. The chapter on "The Disposals of Motions," if clearly grasped, will enable the reader to judge which motion to make during debate to accomplish his purpose—to win his point, to bring the meeting to obey his will.

The revised edition has been enlarged by adding a section on Organization, which covers the constitution of a Society, the duties of its officers and the work of its Committees.

The material on "The Disposal of Motions" (Chap. XIII) has been rearranged to improve the logical outline.

The officers and members of societies will find the contents a guide to the effective transaction of business.

THE RULES WHICH GOVERN PUBLIC MEETINGS

INTRODUCTION

Parliamentary Law

1. When men sought to govern themselves through public meetings of their representatives, experience speedily taught them the need of rules. Those who were to govern others by law had first to control themselves while making the laws. So there has developed through the centuries a fairly general practice of recognized Parliamentary Law. In large assemblies these rules are more elaborated than in smaller ones, but in all the fundamental purpose and principles are identical.

2. The purpose of these rules is threefold. First, they insure that debate is kept within bounds of respect and propriety. This is known as "Preserving Decorum". (See Par. 31-38). Then they safeguard the rights of each member. This is called "Preserving Order". (See Par. 39-46). Finally the business of the assembly should be handled smoothly and speedily, with clear purpose and direct method. Decorum, Order, and Procedure (see Par. 47-99) are the ends served by whatever rules men adopt for their meetings.

PART I.

ORGANIZATION

CHAPTER I.

Constitution and By-Laws

3. A *Constitution* makes plain the basic structure of an organization. It is drawn up in a developing order of paragraphs or Articles.

The first article gives the name of the society, which should be as brief as possible. There follows the statement of purpose, the object sought by the organization. The purpose should be clearly defined, but expressed in terms broad and general rather than narrowly limiting.

The officers of the organization are now listed, their respective powers described, and their particular duties outlined.

The power of the Society to govern itself through By-Laws is explained, and the manner in which they may be created or amended is set forth.

Finally, the method by which the Society may change the Constitution itself should be provided.

4. *By-Laws* are drafted, under the Constitution, to cover such points as the times and places of meetings, the order of business, the number which constitute a quorum, the manner of tak-

ing a vote, appointment of committees, the time and manner of making reports, the method of authorizing and paying of expenses—to cover, in short, the procedure and work of a Society.

Whenever a point arises, however, which has not been covered by the By-Laws, the meeting falls back upon general Parliamentary Law for guidance.

Chapter II.

The President

5. The chief executive of an organization is its President, or Chairman. As President he is responsible for the general conduct of the Society's business. He guides the Society in settling its policies, executes its decisions, supervises its officials, and represents it before other bodies.

6. As Chairman he presides over its meetings, particularly those for the discussion of business. The Chairman cannot be too well acquainted with the rules controlling business meetings. Indeed such knowledge ought to be considered an essential qualification for the position. If he does not know them upon taking office, he should hasten to become familiar with them at the earliest opportunity. Besides this knowledge, the Chairman should possess impartiality, firmness in administering the Law, and tact in handling difficult situations which sometimes arise.

7. It is the Chairman's duty to preserve proper decorum, to keep order, and to facilitate procedure. (See Par. 31-80). He insists that all members observe the rules. In electing him to this office, the members have agreed that he shall be the person who shall administer the Law governing meetings. His task will be lighter as the members become thoroughly familiar with the rules.

8. Besides keeping order, the Chairman may suggest to the meeting items of business he thinks should be considered. (See Par. 51). He also decides who shall have the floor to speak. (See Par. 48-49). He is required to state the question to be voted upon, to call for the vote of the members, and to announce clearly the result. (See Par. 58-60).

9. There are, however, limits to his power. He may not himself make a motion, nor may he take part in a debate while in the Chair. The less the Chairman says about the merits of the business under discussion the better. If he does wish to express his opinion upon it, he calls another to take his place as Chairman for the time being, and then speaks from the floor as any other member. After his speech on the question he resumes the Chair.

10. It is not customary for the Chairman to vote, but he may do so if the vote is taken by ballot; and, if he has not previously voted, he may cast the deciding vote when the vote is tied.

CHAPTER III.

The Secretary

11. The Secretary records the decisions of the Society and the procedure by which they have been reached. Letters to and from the Society pass through his hands. He keeps and marks the roll, and also preserves the historical material of his organization.

12. The minutes of the business meetings are entered by the Secretary in a special book. The time and place of each meeting are given and the name of the Chairman. The purpose of the meeting is recorded. In some cases the names of all present are also recorded; at other times only the number present.

13. Thereafter the Secretary gives, in their exact order, all the various items of business transacted, together with all motions relative to each item, and the results of the voting on these motions. Motions which fail to carry frequently are not recorded.

14. It is usual for the Secretary to make rough notes of the business and motions as they arise. Between meetings he expands these notes into a comprehensive narrative, enters a fair copy into the minute book which he presents to the next meeting for its approval. After he reads his minutes, he usually moves that they be sustained or approved, as read. When approved the minutes may be signed by the President.

Chapter IV.

The Treasurer

15. The responsibility of the Treasurer is to receive, preserve, and pay out money for the Society, keeping an exact record of his transactions.

16. As part of his duty of receiving money the Treasurer may advise the organization of the probable requirements for funds, and suggest methods of raising the money. He should give his written receipt whenever money comes to his hand.

17. The money received should be preserved from loss or theft or inter-mingling with his own funds, and is usually deposited in a special account at the bank.

18. The Treasurer should pay out money only when authorized by the Society. Claims in the form of bills come before the business meeting and are accepted by the Society and ordered paid upon motion. Thus the minutes of the Secretary give the basic authority for expending the Society's funds.

19. The Secretary gives this authority to the Treasurer in the form of a voucher signed by himself and the President, which states the amount and purpose of the authorized payment. When the bill is paid, the Treasurer always takes a receipt.

20. Records of these various transactions are

entered in the books of the Treasurer, as they are performed. They will show the date of the receipt or expenditure of money, from what source it came, or to whom it was paid, and the purpose of the payment.

21. The Treasurer reports to the Society, as required, its financial condition, by drawing up a statement showing under receipts, the amount on hand at the time of the last report, and the amounts received since; and under expenses, the amounts paid out and the balance on hand at the present time.

22. At least once a year, and whenever the Treasurer may resign, his books are audited by a committee appointed by the Society. The Treasurer prepares for the audit by drawing up a statement, and by gathering together each bill, the voucher authorizing its payment, and the receipt showing payment. If use is made of a bank account this will give a record of deposits and of cheques withdrawn. These he turns over to the committee with all his books.

23. The Auditing Committee compares the receipts listed in his book with the deposits in the bank book; compares the expenses in his account with the bills, vouchers and the receipts therefor; performs the various operations of addition for itself, and verifies the present balance on hand. The committee may look within the Secretary's minutes for proof of authority to pay a bill. Finally it reports to the Society, cer-

tifying as to the conditions of the books, the accuracy of the accounting and the financial standing of the Society.

Chapter V.

Committees

24. The orders of a Society are carried out by its Officers and its Committees. Of these Committees there are two kinds, Permanent or Standing Committees and Special Committees. The first kind hold office for a definite period of time, usually a year, and carry on the routine work of the Society. A Special Committee undertakes work which does not fall within the sphere of Standing Committees, and is usually of a temporary nature. When that particular task is done and the Committee reports to the Society, it is discharged.

25. Committees are created by the Society as required by its Constitution, its By-Laws, or by emergent circumstances, and in each case by a motion at a business meeting. (See Par. 77, 93d). The motion should state the number of members to be appointed and the work to be done. It is proper for the motion to name the members, but failing this, the President names them. Unless otherwise indicated, the first named becomes the Chairman or Convener of the Committee, and the second is the Vice-Chairman.

26. Committees report from time to time. If nothing decisive can be placed before the meeting, the Chairman describes what steps have been followed to date and "reports progress". Committee business often proceeds by stages, and the Committee may be called upon to report before its work is complete. This is called an "interim report". The final report concludes the business referred to the Committee.

27. The report of a Committee very often closes with recommendations by the Committee of certain action which it thinks the Society should take.

28. At the proper time, the Committee Chairman reads the report to the meeting, including its recommendations. He then moves that it be received and considered. If this motion passes, he then reads the first recommendation and moves that it be adopted. The President allows debate on this motion and then calls for the vote. Each recommendation goes through this process and when all have been considered, the Chairman moves that the report as a whole (with any amendments) be adopted.

Chapter VI.

Committee of the Whole

29. Whenever it seems desirable during a meeting, those present may sit as a Committee of the Whole. A motion is passed, "that the So-

ciety now sit as a Committee of the Whole". The President calls for the election of a Chairman and a Secretary of the Committee. He then leaves the chair and the newly elected Chairman takes his place. The Committee considers the business before the Society, but the rules of debate are relaxed to permit greater freedom of discussion. Thus, a member may speak more than once to the same question. The decisions of the Committee are expressed as recommendations to the Society.

30. When the Committee of the Whole has completed its discussion it approves of a motion, "that this Committee now rise and report." The Chairman gives up the chair to the President, and then gives the report of the Committee of the Whole to the Society, moving the adoption of the recommendations. (See Par. 28). If there were no particular recommendations, he merely "reports progress". (See Par. 26).

PART II.

THE CONTROL OF MEMBERS

CHAPTER VII.

Rules of Decorum and Order

A. Preserving Decorum

31. A business meeting is a device which has been developed in democratic society for shaping the mind and expressing the will of the majority. It is inevitable that differences of opinion will be stated during a debate. In fact, different viewpoints are expected and the expression of these differences should be welcome and encouraged. For only by the most clear and free statement of every aspect of a problem can the members devise a wise course or intelligently vote upon the best solution from among the many possibilities of the situation being considered.

32. There is danger that difference of opinion may create antagonisms between individuals, if the expression of their views becomes extreme, violent, or abusive, or in any sense lacks courtesy.

33. Therefore, Rules of Decorum have been developed to reduce the clash of personalities to a minimum, while allowing freedom for the antagonism of ideas. The passions of men are to be in subjection to their reason.

34. In general, a member is to take care not to interrupt the proceedings by undue noise,

such as whispering, rustling of papers, or moving about the room.

35. Members should stand to address the Chair or to speak to a motion.

36. A debater never speaks directly to any member other than the Chairman. He may ask a question of a member through the Chairman.

37. In referring to another member, the speaker may not call him by name. It is customary to use a substitute phrase, as "The last speaker", or "The gentleman from .....", or "The member who said".

38. A speaker may not be interrupted except by one wishing to ask a question, or to make a correction or to ask the Chair to decide upon "a point of order". (See Par. 45).

B. Preserving Order

39. Every member has the right to take part in, and is responsible for, the whole business of the organization.

40. No discussion is in order until a motion is before the meeting. (See Par. 54-56).

41. Speakers should confine their remarks to the particular motion under discussion.

42. No one should speak to any one motion more than once, unless the meeting grants special permission. The mover of the main motion, however, has the right to reply to questions raised during the debate, and in general to summarize the points developed, in a second speech

just before the vote is taken. This speech closing the debate should not introduce any new argument.

43. The business immediately before a meeting should be settled before any other matter is introduced.

44. It is usually sufficient for the Chairman to announce what is correct or incorrect in the conduct of business or to point out to a member when he is "out of order" in his conduct, proposal or method of debate.

45. As each member is entitled to have the meeting proceed according to the rules, he may at any stage of the meeting raise a point of order (See Par. 82-83). He rises and says: "Mr. Chairman, I rise to a point of order". The Chair asks him to state wherein he thinks the rules are being disregarded. The Chairman then decides whether the objection is a proper one; if it is, the proceedings are corrected. If in doubt as to the law governing the point raised, he may allow sufficient debate to make clear to his own mind what decision to give.

46. Should a member question the justice of the Chairman's decision concerning order, he may rise and say, "I appeal from the Chairman's ruling to the House". The Chairman, or the Secretary of the meeting, then asks the members, with or without debate, to vote whether or not they "sustain" (support by agreeing with) the Chairman's ruling.

PART III.

The Conduct of Business: RULES OF PROCEDURE

CHAPTER VIII.

Order of Business

47. Meetings which recur regularly for business may be conducted according to an established routine. By thus creating an habitual procedure, the strain upon the Chairman is relieved in part, and the members more easily follow the business. A suggested order of business, therefore, is given.

a. Call to order by the Chairman. ("The meeting will come to order".)
b. Roll call (More necessary in a large gathering to determine who of those present have the right to debate and vote.)
c. The minutes are read, approved, and signed.
d. Unfinished business.
   (1) Arising out of the Minutes read.
   (2) Other unfinished business.
e. Reports.
   (1) Officers.
   (2) Chairmen of Regular Committees.
   (3) Chairmen of Special Committees.

f. New Business.
   (1) Election of Officers.
   (2) Correspondence.
   (3) Other new business.

g. Adjournment.

Chapter IX.

Gaining the Floor

48. When one wishes to speak, he rises and addresses the Chair. The form of address commonly used is, "Mr. Chairman", "Mr. President", or "Madam Chairman", as is suitable to the circumstances. This address is a claim for attention, a bid for the right to speak. The speech should not be entered upon until the Chairman "recognizes" him. He does so by saying, "Mr. A. has the floor", or by simply announcing the speaker's name. Having thus gained the floor, the speaker proceeds to address the meeting.

49. No one may speak unless recognized by the Chair. When more than one arise and claim the floor, the Chairman recognizes the one he first hears or sees, or the one who has not yet spoken on the motion under consideration.

50. Having obtained the floor, the speaker keeps it so long as he desires to speak, unless the meeting has set a time limit upon speeches. (See Par. 38, 84b).

Chapter X.

Motions

51. While the Chair may suggest the need of considering items of business, nothing properly can be considered or discussed which has not been placed before the meeting by a motion. This implies, of course, that some member or committee has thought enough about the matter to move a course of action the meeting might take to dispose of it. By a motion, the member seeks an expression of the will of the majority, either to favour or reject the proposed action. (See Par. 53).

52. In practice it is often the case that some business is advanced which no one has had time to think about. Then there is an informal discussion out of which grows a motion that some action be taken. This method of handling business by discussion followed by a motion is a direct reversal of correct procedure, and, more than anything else, tends to waste time and confuse the business. Nor is it inevitable, even with business which arises suddenly. It can be avoided if members train themselves not to discuss without a motion. Those bringing business before the meeting should first think about making a motion instead of making a "suggestion". The Chairman ought to insist that a motion be made before any one begins to debate.

53. It should be clearly understood that a

motion simply brings before the meeting a suggested course of action; but the meeting is free to reject as well as approve the motion, or to delay deciding upon it, or to make changes in it by amendment. The disposal of motions will be dealt with later. (See Chap. XIII).

Chapter XI.

Making a Motion

54. When no one else has the floor, one rises, addresses the Chair (see Par. 48), and upon being recognized, says, "I move that. . . ." This is a common form of a motion. The mover usually gives his reasons for so moving immediately after the motion is seconded, although he may reserve his remarks until later in the debate.

55. Every motion, before it can be discussed, must be seconded. The seconder gains the floor, which the mover relinquishes for the moment, and says, "I second the motion". He too, may give his reasons either right after the mover's first speech, or later in the debate. In less formal practice the Chairman may say, "You have heard the motion. Do I hear a second?," and some other member without rising, may reply, "I second the motion." It is reasonable to require the seconding of a motion. It indicates that two people think the matter of

some importance. But if no one can be found to second a proposal, the meeting ought not to waste time discussing it. The Chair simply rules that the motion fails for the lack of seconding.

56. When a mover of a motion wishes to speak to it without giving up the floor, and has arranged with a member to second his motion," he says: "I move, and Mr. S. will second it, that . . .". It is customary then to allow the mover to proceed to speak before the motion is actually seconded.

57. It should be remembered that nominations do not require to be seconded, since they are not motions, although speeches in support of nominations are in order.

Chapter XII.

Voting on a Motion

58. Whenever a motion is made and seconded, it must be voted upon unless the meeting agrees that the mover be allowed to withdraw it. (See Par. 87). The final vote usually occurs after all have had the opportunity to debate it, although there are some motions, which must be voted upon without debate. (See Chart). The Chairman calls upon the members to vote in this manner: He first states the motion: "The motion is that . . .". He then "puts the question": "The question is, Are you in favour of the motion?"

(See also Par. 84c). Having counted the votes in favour, he asks those opposed to vote. Finally he declares, "The motion carries (is lost)". (See Par. 8). Special care must be taken by the Chairman to preserve the right of the opposition to vote upon every motion. He must not take it for granted that the majority favours the motion.

59. The vote is taken by voice, by a show of hands, by a written ballot, or by calling the roll, as the meeting may decide. (See Par. 10).

60. Members should not decline to vote without good cause, and unless excused from voting by the meeting, those who do not vote are considered to have agreed to the decision of the majority.

Chapter XIII.

Disposal of Motions

61. When a motion (called the "main motion," see Par. 81) has been made introducing a subject to the meeting it may be disposed of in one of several ways.

a. The motion may be adopted.
b. The motion may be rejected.

These are the simplest and quickest ways to dispose of a motion.

Quite often the meeting is not prepared to vote immediately upon the main motion, preferring to treat it by means of "subsidiary mo-

tions" (see Par. 81), in one of the following ways:

c. The motion may be suppressed ("killed") before a final vote. (See Par. 62).
d. The motion may be changed during debate. (See Par. 66).
e. The motion may be delayed in consideration. (See Par. 72).
f. The motion may be hastened in debate. (See Par. 78).
g. The motion may be reconsidered. (See Par. 79).

We shall proceed to discuss these subsidiary motions more in detail.

C. To Suppress a Motion

62. The motion may be suppressed by one of these subsidiary motions:

a. by moving to consider the motion. (See Par. 63).
b. by moving to lay the motion on the table. (See Par. 64).
c. by moving to postpone indefinitely its consideration. (See Par. 65).

63. Although it is usual to take for granted that every motion will be considered, a meeting need not consider any motion it does not wish to. As soon as the main motion is seconded, and before debate begins, a member rises and says, "Mr. Chairman, I raise the question of con-

sideration", or "Mr. Chairman, I move to consider the motion". Thereupon, without debate, the meeting votes. If it votes to consider the main motion, the debate proceeds; if not to consider, the subject and the motion drop without more ado. This motion to consider is especially useful to prevent a vote upon matters of great delicacy where it is not wise either to discuss or to pass a judgment. A motion to consider can be applied only to a main motion.* (See Par. 81, 91).

64. A motion to lay on the table may suppress a motion or simply postpone it. It provides that the subject and all motions about it remain on the order of business for future consideration. It suppresses it only in the case of a motion so unpopular that a majority cannot be found later to vote to take it from the table for consideration. (See Par. 75).

65. A motion to postpone indefinitely suppresses a motion because it provides no future time for its consideration. (See Par. 93b).

D. To Change a Motion

66. The motion may be changed by the subsidiary motion: To Amend.

A motion may bring up a matter so important that the members do not wish to reject it, and

* This means of suppressing a motion is not very commonly used nowadays.

yet be in a form which does not express the judgment of the meeting accurately enough to be adopted. Neither will time permit delay for its consideration by a committee. The wording of the motion is changed by adopting a motion that it be amended. A motion may be amended by:

a. moving to strike out certain words in it;
b. moving to add new words to it;
c. moving to substitute new words for certain words in it (a combination of a. and b.); or by
d. moving to strike out all words after "That", and to substitute an entirely new motion.

(Note: This rule is the older practice, still in force in many assemblies. There is a developing tendency to limit an amendment to a subject directly related to the motion. Suppose a motion is: "that the society serve coffee and cake". The subject-matter is "refreshments", the action proposed is "to serve". An amendment must confine itself to refreshments, and should not change the verb. It may change "coffee and cake" to "sandwiches and tea"; it could add "at four o'clock"; it might substitute the general term "refreshments" for the definite items "coffee and cake", leaving it to a committee to decide later what should be served. The amendment must be relative to the motion.)

67. Not only the main motion but some subsidiary motions may be amended in one of the above four ways. Thus the subsidiary motions to adjourn to a certain time, or to postpone to a certain day, may be amended by proposing a different hour or date.

68. So, too, a motion to amend may itself be amended. This second amendment is called "the amendment to the amendment". Until it is settled no further amendments, or amendments to the amendment, may be made; for a limit must be fixed to avoid an endless series of amendments.

69. When the amendment to the amendment is disposed of, others may be offered and voted upon, one by one; and if any are agreed to, the amendment is changed accordingly. When the wording finally satisfies the meeting the amendment is voted on, and the main motion is correspondingly changed or remains as it is.

70. Thereafter, other amendments can be proposed, each one itself being open to amendment. When no further amendment is offered, the motion as it finally reads is voted upon.

71. It is never in order to offer an amendment which is a direct negative of the motion. The motion proposes an action. A negative amendment proposes not to take that action. Suppose the main motion to be "that the meeting invite Mr. B. to address it". A negative amendment would be "that the motion be

amended by adding the words *do not* after *meeting.*" The motion, if so amended would then read: "that the meeting do not invite Mr. B. to address it". The amendment is out of order because the object can more easily be gained by voting down the main motion.

E. To Delay a Motion

72. The motion may be delayed in consideration, by one of these subsidiary motions:

a. to adjourn the meeting; (See Par. 73).
b. to adjourn the debate; (See Par. 74).
c. to lay on the table; (See Par. 75).
d. to postpone until a definite time; (See Par. 76).
e. to refer to a committee; (See Par. 77).

73. A meeting may be adjourned before a vote is taken. The subject and all motions about it remain on the order of business, and at the next meeting, after the minutes are approved, come up as Unfinished Business.

74. To adjourn the debate stops consideration for a time to allow the meeting to take up other business. The debate is resumed at that meeting or a later one.

75. To lay on the table may simply delay consideration until a later meeting, but the matter can be removed from the table only by a motion to take from the table supported by a

majority of those present. (See Par. 64, 92). When it is intended to postpone consideration and not to suppress the motion, and when a date cannot be decided upon when it shall be considered, the motion to lay on the table is the proper motion, as it leaves the way clear to reopen the debate at any future meeting.

76. Definite postponement forbids further consideration until the set time arrives. (See Par. 93c).

77. To refer is a motion giving the subject and all motions about it into the hands of a committee for consideration. (See Par. 24-28, 93d).

F. To Hasten a Vote

78. The motion may be hastened in debate by the subsidiary motion: to take an immediate vote. (See Par. 93a). This motion stops all debate, and requires the Chairman to put all subsidiary motions to the meeting, and then the main motion, if possible.

G. To Reconsider

79. The motion may be reconsidered.

Even after a motion is carried the subject may be reopened if a motion is adopted to reconsider. If reopened, debate proceeds as though the final vote had not been taken. But so fundamental to Parliamentary Law is the idea that a decision of the meeting is final, that recon-

sideration is hedged about by certain restrictions. Reconsideration cannot be moved:

a. at the same meeting the vote was taken;
b. by anyone unless he voted in the majority;
c. unless the mover has given notice to the meeting that at a later meeting he will move to reconsider. This notice may be made during the meeting when the final vote was taken, or at a later meeting. But the actual motion to reconsider must be made at a meeting after the one during which the notice is given.
d. unless all are in favour of reconsidering (except where the By-Laws otherwise provide).

Chapter XIV.

The Order in Which Motions may be Considered

80. Although the above outline indicated the various motions from the standpoint of their purpose and the use which can be made of them in debate to dispose of business (see Par. 61), it says nothing of when they can be used, nor how they are related to one another, that is, when they are "in order."

81. There are four great divisions of motions, two of which have been dealt with already.

a. Privileged Motions. (See Par. 82-85).
b. Incidental Motions. (See Par. 86-89).
c. Subsidiary Motions. (See Par. 62-79, 90-94).
d. The Main Motion. (See Par. 61, 95).

A. Privileged Motions

82. These are questions which concern the whole body as a deliberative meeting, with its needs, its very existence. For this reason they are privileged to have the right of way over motions in the other divisions, even when debate has begun upon them. This privilege of prior consideration is known as "having precedence."

83. (1) Point of Order. (See Par. 45-46).

84. (2) The motion to adjourn. The high privilege of this motion is recognized by the common phrase, "A motion to adjourn is always in order." By this is meant that despite the presence of other motions before the meeting, this motion must be considered ahead of them. However, there are four exceptions to the common opinion just given.

a. It necessarily ranks below a point of order in consideration. Besides this, to adjourn is not in order—
b. When a member has the floor. A speaker, once recognized, may not be interrupted to make a motion. (See Par. 38).
c. When a vote is being taken. After a question is stated and a vote called for, it

must be settled before any motion can be entertained, or any business considered, except a point of order.

d. Until some other business intervenes. A motion to adjourn may not be made twice in immediate succession. "Other business" might be an amendment, or reading a paper, or a motion to refer, etc.

85. A motion to adjourn may be in one of two forms: it may be simply "to adjourn," stating no time. It is this form which is a privileged motion, and is voted upon without debate. The second form is to adjourn at a stated time, or to a stated time. It has no precedence over even subsidiary motions, being in reality a main motion. As such it is debatable and can be amended.

B. Incidental Motions

86. There are three questions which may arise in the course of debate which concern the manner of considering motions, and which must be decided immediately before business proceeds. These are called Incidental Motions, and take precedence over motions in Divisions C. and D. (See Par. 90, 95). They are:

1. to withdraw a motion;
2. to divide a motion;
3. to suspend the rules;

87. 1. To withdraw a motion. After a motion has been made it may be withdrawn only

with the unanimous consent of the meeting. (See Par. 58.)

88. 2. To divide a motion. A motion having two distinct parts, independent one of another, may be divided and each part voted upon separately, when a member moves for such a division.

89. 3. To suspend the rules. Since a meeting cannot deprive itself of power to direct its method of doing business, it may suspend any rule; but unless the rules (By-Laws) themselves provide for such suspension, it can be done only by unanimous consent.

C. Subsidiary Motions

90. These are motions which directly concern the Main Motion (Division D), and relate to its progress in the debate and its final disposition. (See Par. 61). They are of different rank. The motion of the first rank must be settled before those of the second, third, or fourth ranks, even if made after these other motions. Motions of the same rank (the third) have no precedence over each other.

91. First Rank: Question of consideration. Not amendable, nor debatable; to be applied only to the Main Motion. (See Par. 63).

92. Second Rank: To lay on the table. Not amendable, nor debatable. (See Par. 64, 75).

93. Third Rank:

a. To take an immediate vote. Not amendable, nor debatable. (See Par. 78).

b. To postpone indefinitely. Not amendable. It is itself debatable, and also opens up the Main Motion to debate. (See Par. 65).
c. To postpone to a certain day. Amendable and debatable. (See Par. 76).
d. To refer to a committee. Amendable and debatable. (See Par. 24-28, 77).

All motions of the Third Rank are of equal right, so that when one is pending no other of that rank is in order until it is disposed of.

94. Fourth Rank: To amend. It is itself amendable and debatable. (Note: Section C is largely taken from Reed's "Parliamentary Rules," p. 141).

D. The Main Motion

95. The Main Motion introduces a subject to the meeting for consideration. (See Par. 61).

96. The order in which these four divisions have been discussed above is not the order of time when they are moved, but of the time when they are voted upon by the meeting. Motions are made in a certain order; they are voted upon in the reverse order. A Main Motion brings up a debatable subject, and may be quickly followed by the Subsidiary Motions to amend, and to refer; by the Incidental Question to divide the motion; by the Privileged Motion to adjourn; and finally by a point of order. The last

named must be settled first; then, if the motion to adjourn is lost the other motions of division, reference and amendment are put to the meeting in order. Only then may the Main Motion be voted upon. The Chart on the following page may make this clearer.

97. In explanation of the Chart, let us suppose the meeting is called to order; the roll is called and the minutes read. During these two items, points of order and even a motion to adjourn may arise. Privileged Motions take precedence over all other motions and may be offered even before a Main Motion is introduced. They stand, therefore, in the upper left hand corner of the Chart.

98. When the minutes are approved, anyone may bring business before the meeting by a Main Motion. In point of time for moving it, the Main Motion comes before Incidental and Subsidiary Motions; for without a Main Motion there will be no debate, nor any need for these other types of motions.

99. After the Main Motion is made, and before it is voted upon, a whole series of Subsidiary and Incidental Motions may come up, which must be voted upon. Depending upon the result of such voting the Main Motion is finally disposed of. All other motions take precedence over a Main Motion. For this reason it is placed last on the Chart in the order of precedence, although near the first in the order of time.

CHART

Order of Precedence in Voting

Call to Order

	Order of time in Making Motions			Debatable	Amendable
	1st	2nd	3rd		
A.	Privileged Motions Point of Order Adjourn (without stating time)			Yes No	No No
B.			Incidental Motions Withdraw Divide Suspend Rules	 No Yes No	 No Yes No
C.			Subsidiary Motions I. To Consider II. To Table III. a. Immediate Vote b. Postpone Indefinitely c. Postpone Definitely d. Refer IV. Amend	 No No No Yes Yes Yes Yes	 No No No No Yes Yes Yes
D.		Main Motion		Yes	Yes

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